

The Connecticut Commission on Children seeks an Executive Secretary
32 hours/week, competitive salary, state benefit package

The Commission on Children is a nonpartisan, legislative commission created in 1985 with bipartisan support to study child trends and assess programs and practices as they affect children, promote public policies in the best interests of children, and bring together the various levels of government, along with the private sector, nonprofit agencies, philanthropy, and families to bolster child outcomes.

Position Requirements:

- 5+ years' experience in handling a wide range of administrative tasks and supporting at the executive level;
- An independent, flexible, proactive, resourceful and efficient work style with a high level of professionalism; enjoys the administrative challenge of supporting a small office of diverse people and programs;
- Refined written and verbal communications and interpersonal skills, including answering phone calls, receiving and responding to public requests for information or assistance, and drafting and editing internal and external correspondence;
- Excellent time/calendar management skills, including coordination of complex executive meetings and organization of policy forums;
- Skilled experience organizing and filing electronic and hard copy reports and research;
- Strong attention to being a self-starter, planning, time optimization, detail orientation and prioritization, with the ability to manage multiple projects simultaneously;
- Experience with or willingness to learn input and tracking of services/supplies/other items into electronic billing system;
- Strong working knowledge of MS Office 2010, including Word, Excel, Power Point and Outlook, including the ability to assist with preparation of presentation materials;
- Ability to work both independently and closely with staff and internal and external partners (at all levels) in a fast paced, and often time-sensitive, environment;
- Commitment to follow through on issues in a timely manner;
- Education: 2 to 4 years of college or equivalent experience

To apply, send your resume and a brief cover letter to the CT Commission on Children, 18-20 Trinity Street, Hartford, CT, 06106. No telephone inquiries. **Closing date: January 25, 2013.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.